



RECORDS RETENTION AND DISPOSITION SCHEDULE

Police, State. Laboratory Division.

Agency: Laboratory Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	81-416	CRIMINAL PHOTOGRAPH FILE "Mug shots." This record series consists of photo negatives, the arrested person's name, and SF 18622, Mug Photography Log. A law enforcement agency completes all categories on each line of this Indiana State Police form, ending with the date the person was photographed. The Indiana State Police Laboratory Division in Indianapolis maintains the master negatives and supplies Fort Wayne, Lowell and Evansville satellite labs an actual photograph on request. Disclosure of these records may be affected by IC 5-2-4-6 and 240 IAC 6.1.1-3. Retention based on NCIC Technical and Operational Update, US Department of Justice, FBI; Criminal Justice Information Services (CJIS) Division, National Crime Information Center, Section 2; July 31, 1995.	TRANSFER to the RECORDS CENTER ten (10) years after the end of the calendar year of the arrest. TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles after an additional eighty-nine (89) years in the RECORDS CENTER. TOTAL RETENTION prior to INDIANA ARCHIVES: Ninety-nine (99) years after the end of the calendar year of the arrest.